

**DPS****Montgomery County
Department of Permitting Services**

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**Driveway ePlans Submittal Requirements**

- Plans showing the limits of the right-of-way with existing features, including any impacted roadside tree(s), the proposed construction and its location within the right-of-way.
 - If roadside trees are impacted, a Tree Protection Plan may be required.
- Each plan sheet must be uploaded as a single file PDF using the correct file name convention.
- Plans must be uploaded into the Drawings folder and Supporting Documents into the Documents folder.
- Plans should only be uploaded to the Revisions folder if revising a previously issued permit.
- If residential, proof of ownership may be required if current tax records do not reflect property ownership.
- Other drawings and documents may be required as determined by the plans reviewer.

File Name Convention for Right-of-Way Permits:

Sheet/Drawing Type	Sheet/Drawing Reference Number	Acceptable ePlans File Name	Number of Characters
General Permits	001-999	G001	4
Grade Establishment Plans	001-999	GEP001	6
Storm Drain	001-999	SD001	5
Paving	001-999	PAV001	6
Storm Drain & Paving	001-999	SDPAV001	8
Driveway	001-999	DWY001	6
Utilities	001-999	UTL001	6
Miscellaneous	001-999	MISC001	7
Temporary Traffic Control Plan	001-999	TTCP001	7
Tree Protection Plan	001-999	TPP001	6
Landscaping Plan	001-999	LSP001	6
Street Light Plan	001-999	SLP001	6

“001 denotes the first page in a set of drawings, the file name for the second page would end in 002 and so on.